

**Minutes of the Regular Meeting
Of the
Stillwater Public Library Board
March 22, 2016**

Present: Library Board members, Cathy Albright, Robin Cornwell, Sally Harris, Gary Stanton, Judy Nelson, Tom Warren, and Library Director Lynda Reynolds.

Absent: Monika Turek.

Harris called the meeting to order at 11:55 am.

The Board considered approval of the following items on the consent docket: minutes of the February 23, 2016 regular meeting, financial reports for February 2016, and activity report for February 2016. Cornwell asked about the increase in wireless usage from a year ago and if there was concern about having enough capacity. Reynolds explained the Library has broadband which is higher than in most homes and that she has not received any complaints about capacity issues. She also explained that increasing the amount of broadband could cost the library more than is currently covered by the e-rate discount program. Stanton/Albright moved to approve items on the consent docket. The votes were as follows: Albright, yes; Cornwell, yes; Harris, yes; Stanton, yes; Nelson, yes; Warren, yes. Motion approved.

The Board next heard status reports:

a) "Two Books, One Community: Great Gatsby and Fire in Beulah" - Reynolds shared information on the success so far of the library community reading event including having to purchase additional copies of the books. She encouraged Board members to attend programs and to participate in the discussions.

b) Legislative Update- Reynolds shared information about budget cuts to State Library. So far, the remaining 10% for State Aid has not been cut for this year. There has been one bill of special interest to libraries to modernize the Oklahoma Universal Services Fund which provides state funding for the library broadband. The bill has passed the House and will go to the Senate for consideration. Reynolds does not anticipate any problems with it passing which will be of benefit to libraries. OLA Legislative Day at the Capitol is scheduled for Monday April 11 and Board members interested in attending can contact Reynolds.

c) FY17 Budget for City of Stillwater- Reynolds reported the City Council is scheduling public hearings on the FY17 budget with the next date being April 4. The Council will be approving FY17 budget in early May. Reynolds also shared with Board members the directive from City Manager's office to reduce spending to levels of absolute necessity for the remainder of FY16 due to a shortfall in sales tax collections. Reynolds identified accounts that she and/or Finance Department will reduce or from which no more expenditure will come for the remainder of FY16.

d) Marketing Stillwater Public Library- Reynolds shared how the library is marketed to the community noting that the library does not currently budget funds for marketing. List of ways the library markets itself include:

1. A weekly newspaper column in the NewsPress discussing events, New services, books, etc.
2. Regular posts on Twitter and Facebook of events, book news, etc.
3. Monthly radio spots about events and services.
4. Outreach visits to businesses, community events, and local organizations to promote library services and signing up people for cards.
5. Press releases regularly sent for all events, new services, library achievements etc. These go to approximately 30 media outlets including newspapers, community blogs, electronic signs, local magazines, and radio stations through Payne County, local towns, Tulsa, and OKC.
6. Monthly newsletter going out to about 1300 recipients.
7. Flyers for events and services that are distributed through library, to targeted organizations and groups, to Stillwater School's posting, and to a targeted list of email recipients we have developed over the years who have shown interest in particular events or services in the past.

Next, Board considered revisions to Librarian I/Cataloger, Librarian I, Data Entry Operator and Interlibrary Loan job descriptions. Board members were provided job descriptions with proposed changes. Albright/Cornwell moved to approve the revisions to Librarian I/Cataloger, Librarian I, Data Entry Operator and Interlibrary Loan job descriptions. The votes were as follows: Albright, yes; Cornwell, yes; Harris, yes; Stanton, yes; Nelson, yes; Warren, yes. Motion approved.

Board next considered request for after-hours use of the Library for a Girl Scout Lock-in. Reynolds explained the Girl Scouts have had lock-ins at the library in the past with no issues arising. The Girl Scouts have sufficient adult leaders who monitor activity and one library staff member is in attendance. This year the request is to hold the lock-in on Friday April 29, 2016. Cornwell/Nelson moved to approve the request for after-hours use of the Library for a Girl Scout Lock-in. The votes were as follows: Albright, yes; Cornwell, yes; Harris, yes; Stanton, yes; Nelson, yes; Warren, yes. Motion approved.

Board next considered \$100,000 grant to the Oklahoma Virtual Library Consortium for the purchase of e-books and downloadable audio books. Reynolds explained this is the fifth grant received from the state library, which receives these grants through federal funding, to purchase materials for the Virtual Library Consortium which now has almost 80 Oklahoma libraries participating. Andrea Kane administers the consortium and will make the purchases for the grant. The grant runs through the end of August. Albright/Stanton moved to approve the \$100,000 grant to the Oklahoma Virtual Library Consortium for the purchase of ebooks and downloadable audio books. The votes were as follows: Albright, yes; Cornwell, yes; Harris, yes; Stanton, yes; Nelson, yes; Warren, yes. Motion approved.

Meeting adjourned at 12:50 pm.

Respectfully submitted,

Lynda Reynolds
Recording Secretary